

1 December 1975

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MEMORANDUM FOR : [REDACTED]  
SUBJECT : Letter of Instruction

1. As a member of the Policy Branch, Policy and Plans Group, you are responsible to assist the Policy Branch Chief in the formulation and coordination of Agency security policy both within and outside the Office of Security. In this regard you will provide assistance regarding the coordination of Office of Security reviews of proposed legislation and regarding the administrative and coordinating support to the CIA member of the United States Intelligence Board Security Committee and to the DCI member of the National Disclosure Policy Committee.

2. In carrying out the above responsibilities during the next year, emphasis will be placed on achieving the following objectives:

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a. Assist the Policy Branch Chief in completely updating the [REDACTED] to ensure that it meets the security requirements of the Agency in 1976 and is consonant with the spirit of the times as reflected in the recommendations of the Rockefeller Commission and Executive proscriptions.

b. In coordination with the PTOS Directorate and appropriate component security officers, conduct a study and develop a plan with detailed milestones that will establish and maintain a coordinated industrial security policy program for the Agency. (The plan should be submitted to me by 15 March 1976.)

c. Development of a proposal to establish and implement a program for all Office of Security activities to preclude the use of resources in improper [REDACTED] intelligence activities. (Your proposal should be submitted to me by 15 December 1975 and should have a target date of implementation of 31 January 1976.)

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[REDACTED]  
Chief, Policy Branch  
Policy and Plans Group